

Objection to the Disclosure Statement.

STEP 1 Select **Bankruptcy** from the *Main Menu*. Click the **Plan** hypertext link from the *Bankruptcy Events* menu.



STEP 2 The **Case Number** screen displays.

A form titled "Case Number" with a text input field containing "04-20077". Below the field are two buttons: "Next" and "Clear".

- ◆ **Case Number** - type the case number in YY-NNNNN format, then click **Next** to continue.

STEP 3 The **Select Type of Document** screen displays.

A form with a scrollable list box containing the following options: "Chapter 11 Plan", "Chapter 12 Plan", "Chapter 13 Plan", "Chapter 9 Plan", "Disclosure Statement", "Objection to Chapter 13 Plan and/or Motion(s)", "Objection to Confirmation of Plan", and "Objection to Disclosure Statement". Below the list box are "Next" and "Clear" buttons. A mouse cursor is pointing at the "Objection to Disclosure Statement" option.

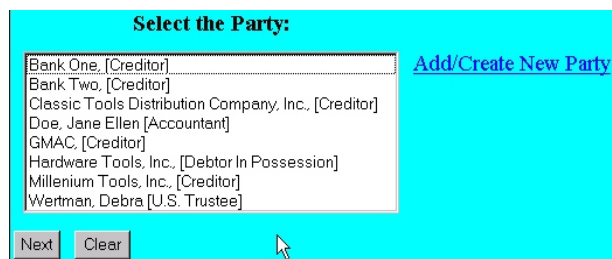
- ◆ Scroll down the options and highlight **Objection to Disclosure Statement**.
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** prompt is displayed.

A form with a checkbox labeled "Joint filing with other attorney(s)". Below the checkbox are "Next" and "Clear" buttons.

- ◆ Click in the **Joint filing with other attorney(s)** box if filing jointly with another attorney.
- ◆ Click on the **Next** button.

STEP 5 The **Select the Party:** screen displays.



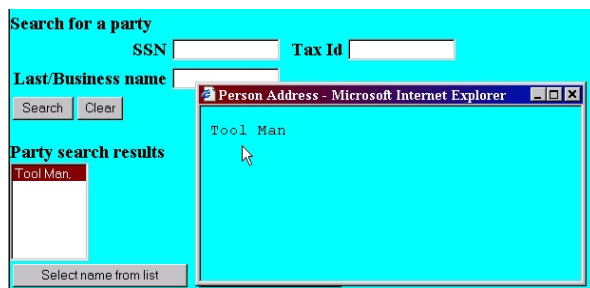
- ◆ If name of party appears, click on the name and click **Next**; proceed to **Step 9**.
- ◆ If name does not appear, click on **Add/Create New Party**, then click on **Next** and proceed to **Step 6**.

STEP 6 The **Search for a party** screen displays.



- ◆ DO NOT SEARCH BY SSN OR TAX ID NUMBERS. Search by Last/Business name by entering at least three characters of party's last name or business name, using upper or lower case characters (is not case-sensitive).
- ◆ Click on the **Search** button.

STEP 7 The **Party search results** screen displays.



- ◆ If party's name appears, click on it so that it becomes highlighted, verify address from pop-up screen, then click on **Select name from list** and proceed with **Step 8**.
- ◆ If party's name is not found, click on **Create new party** and proceed to **Step 9**.

STEP 8 The **Party Information** screen displays.

Party Information

Tool Man SSN:

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

ProSe Role

Party text

- ◆ Modify and/or verify information, if applicable. It is not necessary to add an address, as notices will go to the attorney representing that party.
- ◆ **Role** - click on drop down box and select appropriate party role (e.g. Creditor (cr:cr)).
- ◆ **Party Text** - add additional information such as '*A West Virginia Corporation*' in the box provided.
- ◆ Click **Clear** to re-key party information or **Cancel** to go back to the *Select the Party* screen.
- ◆ Click on **Submit** to continue and proceed to **Step 10**.

STEP 9 If you selected **Create New Party** from the *Select the Party* screen, a new **Party Information** screen displays.

Party Information

Last name First name

Middle name Generation Title

SSN Tax ID

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

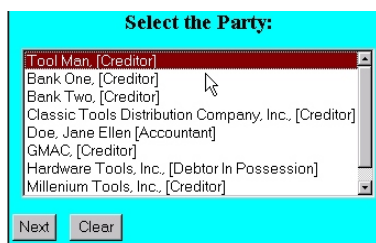
E-mail

ProSe Role

Party text

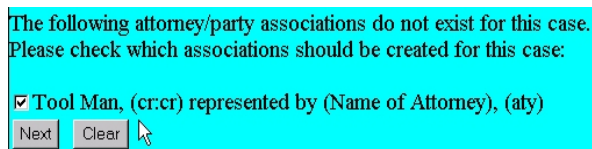
- ◆ Enter the party information in appropriate fields. It is not necessary to add an address, as notices will go to the attorney representing the party. Use the **Last name** field for last name or full business name. Press the **[Tab]** key to advance to the **First name** field and enter first name.
- ◆ **Role** - click on the arrow in the box to the right and select the new person's role (e.g. Creditor (cr:cr)).
- ◆ Click on the **Submit** button.

STEP 10 The **Select the Party:** screen displays.



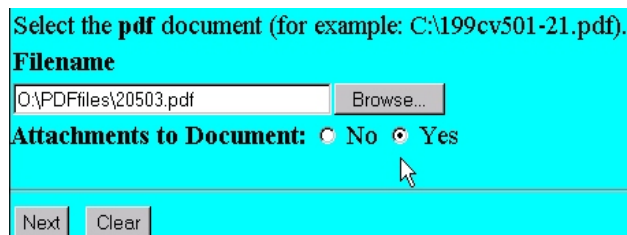
- ◆ Click on the **Next** button.

STEP 11 If you added a party, the **Attorney/Party Association** screen may display if no previous document has been filed that associates the attorney/client relationship.



- ◆ Click on the box to create the attorney/client association.

STEP 12 The **Select the pdf document** screen appears.



- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ Attach the **Proposed Order** and any other documents, (e.g. an exhibit, appendix):
 - ▶ Click on the radio button next to 'Yes.'
 - ▶ Click on the **Next** button.

STEP 13 The **Select one or more attachments:** screen displays.

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

O:\PDFfiles\Bankruptcy - Exhibit.pdf Browse...

2) Select a document type and/or enter a description.

Type	Description
Exhibit	Security Instrument

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List Remove from List

Next

- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add selected attachment to list.
- ◆ As documents are added to list, they will appear in the filename list box.
- ◆ Repeat these steps until all attachments have been added.
- ◆ Click on the **Next** button.

STEP 14: The **Certificate of Service** screen displays.

With Certificate of Service? y or n: y

Next Clear

- ◆ Enter a lowercase 'y' or 'n' to indicate whether or not a Certificate of Service is included in your document.
- ◆ Click on the **Next** button.

STEP 15 The **Select The Appropriate Event(s)** screen displays.

Select the appropriate event(s) to which your event relates:

- ☐ 06/25/2004 52 Disclosure Statement filed by Debtor In Possession Hardware Tools, Inc.. ((Name of Attorney),)
- ☐ 06/25/2004 53 Chapter 11 Plan of Reorganization Filed by Debtor In Possession Hardware Tools, Inc. with Certificate of Service. ((Name of Attorney),)
- ☐ 07/14/2004 69 Disclosure Statement filed by Debtor In Possession Hardware Tools, Inc.. (gfb)
- ☐ 07/14/2004 70 Chapter 11 Plan of Reorganization Filed by Debtor In Possession Hardware Tools, Inc. with Certificate of Service . (gfb)
- ☐ 07/14/2004 71 First Amended Chapter 11 Plan. (Bailey, Attorney)
- ☒ 07/30/2004 72 First Amended Disclosure Statement. (Bailey, Attorney)

Next Clear

- ◆ Click in the box to the left of the document(s) to which the objection refers.
- ◆ Click on the **Next** button.

STEP 16 The **Docket Text: Modify as Appropriate** screen displays.

- ◆ Add additional text if needed.
- ◆ Click on the **Next** button.

STEP 17 The **Docket Text: Final Text** screen displays.

- ◆ Verify the Final Docket text. If correct, click **Next**.
- ◆ If the Final Docket text is incorrect, you must click on your Browser's **Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the *Bankruptcy* hyperlink on the *Menu Bar*.

STEP 18 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.